



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

October 15, 2002

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Jon W. Fullinwider
Chief Information Officer

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**RISK MANAGEMENT INFORMATION SYSTEM
IMPLEMENTATION PROJECT STATUS REPORT – OCTOBER 2002**

Per your Board's instructions, we are providing a 30-day status report on the progress of the Countywide Risk Management Information System (RMIS) Implementation Project.

Background

On March 6, 2001, your Board approved the development and implementation of a new, state of the art, risk management information system (RMIS). Your Board further instructed the Chief Administrative Officer, County Counsel, and all affected Department Heads to develop an implementation plan for departmental use of the RMIS and instructed each Department/District Head to include in their Goals and Objectives the use of the RMIS.

In response to your Board's direction, departments made (and continue to make) substantial additional effort to participate in the implementation and plan to incorporate the use of the system within their operations. We have responded to the higher level of participation by greatly expanding the number of design and implementation meetings with the vendor and consultants to ensure that both countywide and individual departmental needs are appropriately addressed. Your Board's recent approval of a contract amendment to include a project time extension, an enterprise license purchase option, and additional data conversion services has enabled the CAO to accommodate these departments' needs.



Accomplishments

Since our September 13, 2002 report, the following had been accomplished:

- The auto and general liability incident reporting module has been reviewed with major user departments.
- The Board of Supervisors' Executive Office has reviewed how RMIS will be used to enter and track incoming claims.
- Both of the County's third party claims administrators have also reviewed the above functions.

Current Status

- We continue to review the claims and lawsuit module with County Counsel. These reviews are intended to incorporate County Counsel requirements into the RMIS.
- The CAO plans to meet with County Counsel on October 21, 2002 to finalize their review of the system, and start testing the RMIS as soon as possible.
- Training of County users and TPA users may be rescheduled to accommodate unanticipated additional meetings that may be needed with departments.
- The RMIS project's completed milestones and upcoming milestones are shown in the tables below: (Note: Future milestones may need to be revised as we proceed toward implementation.)

<u>Completed Project Milestones</u>	<u>Start Date</u>	<u>Finish Date</u>
JAD Session 1: Initial templates Definition	March 6, 2001	May 9, 2001
JAD Session 2: Design Concepts Complete	May 10, 2001	July 23, 2001
JAD Session 3: Document Dept. Needs	July 24, 2001	August 22, 2001
JAD Session 4: Dept Needs Continued	August 23, 2001	October 5, 2001
JAD Session 5: Finalize System Design	January 21, 2002	February 8, 2002
JAD Session 6: Final Design Review	March 11, 2002	March 14, 2002
Hardware / Software / VPN Configuration	May 1, 2002	July 31, 2002

<u>Upcoming Project Milestones</u>	<u>Scheduled Start Date</u>	<u>Scheduled Finish Date</u>
Claims and Lawsuits Design Review Process	June 2, 2002	October 15, 2002
Departmental / TPA Users Training	August 15, 2002	November 15, 2002
Parallel System Testing Process	October 15, 2002	December 20, 2002
RMIS System Go Live Process	December 21, 2002	March 4, 2003
RMIS Final Testing and Acceptance	March 4, 2003	

If you have any questions, please call Delta Uyenoyama, Chief of Risk Management Operations at (213) 974-1134.

DEJ:SNY
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c: Executive Officer, Board of Supervisors
County Counsel